

2006 Park Activity Application

City of Atlanta Office of Parks

Park Reservationist
675 Ponce DeLeon Ave. NE, Atlanta, Georgia 30308
404-817-6757 Fax 404-817-7932
www.atlantaga.gov

Official Use Only

Date Received _____
Fax ___ Mail ___ Delivered ___
Schedule clear _____
Payment Y ___ N ___ Date _____

A Park Activity Application (5 pages) must be submitted for any planned Large Gatherings lasting one hour or more with an anticipated attendance of 75-250 people. If you are reserving only a pavilion, gazebo or ball field and do not plan on having other elements such as a DJ or moonwalk, a Park Activity application is not necessary.

Today's date: _____

Name of park: _____

Name of gathering or activity: _____

Date of activity: _____ Type of activity: _____

Setup time: _____ Breakdown time: _____

Starting time: _____ Ending time: _____ No. of people expected: _____

Location of activity in park: _____

Name of organization or group: _____

Contact person: _____ Telephone: _____

Fax: _____ E-mail: _____

Alternate contact: _____ Telephone: _____

Mailing Address: _____

City resident: Yes _____ No _____

The applicant must present a driver's license, voter registration card or utility bill in the applicant's name. The reservationist shall make a photocopy and attach it to the application. The City reserves the right to verify the information presented, and if the information is incorrect, the City reserves the right to cancel the reservation.

Is this an annual event? Yes _____ No _____

How many years have you been holding this event? _____

Describe details of the proposed activity (types of activities, equipment involved, setup configuration):

Will there be any cooking at the event? Yes _____ No _____

If yes, what will be the fuel source? _____

Will there be any LP gas, flammable or combustible liquids used at this event? Yes _____ No _____

If yes, give the name, intended use and how much will be stored on the site: _____

How would you handle a medical emergency during the event? _____

How will you publicize the activity? _____

Is the required site plan attached? Yes _____ No _____

An acceptable site plan is a reasonably accurate representation of where the Large Gathering will be held in a park. Site plans need not be to scale. Please see page 5 of application.

How will you clean the area after your activity? _____

Do you plan to have any banners or signs as part of your event? Yes _____ No _____

Indicate location of all signs and banners on your site plan. The Office of Parks prohibits signs being attached to any trees, benches, light poles or any other park amenities.

Will portable toilets be used? Yes _____ No _____ If yes, how many? _____

Portable toilet company name: _____

Telephone: _____

(OFFICIAL USE ONLY)			
Exempt:	Yes _____	No _____	Total: \$ _____
Sanitation Bond:	\$ _____	Date: _____	Date Canceled: _____
User Fee:	\$ _____	Date: _____	Amount Refunded: \$ _____

TO ALL APPLICANTS:

**APPLICATIONS WITHOUT A SITE PLAN CANNOT BE PROCESSED.
YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND
REGULATIONS ON PAGES 3 AND 4 OF THIS APPLICATION.**

2006 Rules and Regulations Park Activity (Large Gathering) Permit

Your signature below verifies that the information provided in this application is accurate and complete and that you understand and agree to comply with the rules, conditions and limitations contained in this permit application. For additional information, please reference the City of Atlanta Code of Ordinances, Sec. 110-75 and 110-76.

1. Anyone planning a "Large Gathering" in a park, where the gathering is reasonably expected to have more than 75 but not more than 250 people, and is reasonably expected to last for one hour or longer, must have a Park Activity permit. Permit applications for a Large Gathering cannot be made earlier than 3 months prior to the event, or later than 14 working days before the event. An exception to this requirement shall arise when a gathering occurs within 48 hours of an identifiable event or decision, the date of which could not have been predicted with certainty, including but not limited to an announcement regarding a military action, an announcement of a court decision, or a death, in which case the reservation shall be made as early as possible so the City can provide adequate services.
2. Park Activity permits are granted based upon availability and on a first come first served basis. Priority for competing applications for substantially the same time and place shall be given to the first complete application package received, including requisite fees, site plans and deposits, if required. Applications from City residents, or on behalf of groups whose primary location is inside the City of Atlanta, shall be given priority over applications from non-City residents or on behalf of groups whose primary location is outside the City of Atlanta. A previously booked Outdoor Festival, Assembly, or Special Event will take precedence over a park activity. (Outdoor Festivals, Assemblies, and Special events are arranged by the Office of Special Events, 404-330-6741.)
3. A refundable sanitation bond of \$100.00 is required. There is a \$20.00 refundable key deposit if a key is needed. Payment may be presented to the Reservationist via major credit card, cashier's check, company check, personal check or money order, made payable to the *City of Atlanta Office of Parks*. No cash will be accepted. Refunds will be sent to the address of record or credited to the credit card used in the initial transaction.
4. No permit will be issued until a complete application, including site plan and sanitation bond is received.
5. The permit entitles the holder to the exclusive use of the assigned area only. Review all the conditions of your permit. Parks are reserved as is. Electricity, additional water, and additional restroom facilities are not provided.
6. The permit holder is responsible for all clean up, including removal of all trash, decorations, and other items brought into the park. The Office of Parks is not responsible for setting up or taking down rental equipment, nor is the Office of Parks responsible for any rental equipment delivered to the site.
7. In the event that a person or group has a Large Gathering and leaves the park in the same condition as before the Large Gathering, the sanitation bond will be refunded. In the event that a person or group has a Large Gathering and fails to leave the park in the same condition as before the Large Gathering, and the City spends more than one employee hour cleaning or restoring the park to its previous state, the sanitation bond will be revoked, and the person or group shall be responsible for reimbursing the City for the cost of the clean-up or restoration activities that exceeds the sanitation bond within 30 days of receiving a bill from the City. Persons, groups, or persons representing a group that failed to pay a previous bill within 30 days of receipt, will be required to provide an additional sanitation bond in the amount of said bill as a condition of making any future park reservation.
8. In the event that the lawn, plants, walls, road or other infrastructure of a park is damaged during and as a result of a Large Gathering, the person or group making the reservation is responsible for reimbursing the City for the cost of repairing the damage, or replacing the damaged item(s) if the City finds that replacement is necessary.
9. For events lasting more than 3 hours in parks without operable restrooms, the permit holder shall provide one portable toilet per 100 people expected. The permit holder is responsible for arranging delivery and pick up of the toilets. The permit holder shall contact the District Maintenance Supervisor

of the park (as listed on the permit) to inform him/her of the date and time portable toilets will be delivered. **Portable toilets must be removed within 24 hours of the conclusion of the event.**

10. The permit holder is responsible for notifying the Reservationist (404-817-6757) immediately of any changes. Office of Parks staff may not be able to honor last minute changes or requests.
11. Except in specially designated areas, dogs and other pets are allowed in a City park only if they are leashed. It is the responsibility of the person bringing the pet into a park to clean up after the pet. Dogs are prohibited from amphitheaters, swimming pools and pool areas, tennis courts, golf courses, lakes, zoos, and within 15 feet of all fences and structures. No pets are allowed during A, B, or C festivals.
12. No horses or ponies are allowed in any park at any time.
13. No moonwalk, dunk tank, or any equipment that calls for independent power is allowed unless specifically authorized in writing on the permit.
14. No glass containers are allowed in the park.
15. No selling of food or other items is allowed; no alcoholic beverages are allowed (except by special permit).
16. No stakes, posts, poles or any other device may be driven into the ground and no holes may be dug without written authorization from the Department of Parks, Recreation and Cultural Affairs.
17. No tents or canopies are allowed without the reserving party receiving expressed written permission from the Commissioner or designee of the Department of Parks, Recreation and Cultural Affairs, as well as other permits required by the City.
18. Absolutely no illegal substances are allowed on City property.
19. The permit holder hereby agrees to hold the Department of Parks, Recreation and Cultural Affairs harmless for any and all liability and loss, which the permit holder and the other Large Gathering attendees may suffer or incur, through the use of the park during, immediately before, or immediately after the Large Gathering.
20. A Large Gathering permit may be revoked or terminated if:
 - a. The applicant provides false information to the City
 - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
 - c. The permit holder or participant violates a policy, rule or regulation as set forth in the permitting process.
 - d. The permit holder transfers or attempts to transfer the privileges contained in the permit to another party.
21. It is unlawful for a nonresident individual or organization to fraudulently apply for use of Department of Parks, Recreation and Cultural Affairs facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to prosecution in accord with the City of Atlanta Code of Ordinances Section 106-90.
22. Any person who holds a Large Gathering without a permit shall be guilty of a misdemeanor, as provided by ordinance. In addition to other penalties that may be assessed, a person or group holding a Large Gathering without obtaining a permit, shall be responsible for paying all costs that would have been owed had a permit been obtained.

Signature of applicant: _____ Date: _____

PARK ACTIVITY SITE PLAN

Park name: _____ **Name of gathering or activity:** _____ **Proposed date:** _____

Street name	
Street name	Street name
Street name	

Please indicate the proposed location of all tables, chairs, grills, garbage receptacles, games, portable toilets, etc. Make sure you show how these items will be placed in relation to existing elements in the park, such as structures, sidewalks, park roads, trees, planting beds, playgrounds, ball fields, etc. All details described on page 1 of this application must be identified on this site plan. Failure to label street names and provide all necessary details on the site plan will constitute an incomplete site plan and may delay the permitting process.